



THE UNIVERSITY *of*
NEW ORLEANS

INVITATION FOR BID

**BID NAME AND NUMBER:
ARMORED CAR SERVICES, BTB2647**

**BID OPENING TIME AND DATE:
MARCH 12, 2021@2PM**

**BUYER:
TROY A. BACINO
TABACINO @ uno.edu**

RETURN ALL BIDS TO THE FOLLOWING ADDRESS:

**Purchasing Office
ADMINISTRATION ANNEX Building, Room 1004G
University of New Orleans
2000 Lakeshore Drive
New Orleans, Louisiana 70148
Phone: (504) 280-6172**

General Instructions to Bidders

1 Invitation to Bid

Bids for the following items and/or services specified are hereby solicited, and will be received by the Purchasing Office until the stated bid opening time and date and then publicly opened.

2 Authority to Sign

Bids must be signed by a person authorized to bind the vendor. In accordance with R. S. 39:1594(C)(4), the person signing the bid must be: 1) A current corporate officer, partnership member or other individual specifically authorized to submit bids as evidenced in appropriate records on file with the secretary of State; or 2) An individual authorized to bind the vendor, as evidenced by a corporate resolution, certificate, or affidavit; or 3) other documents indicating authority which are acceptable to the University.

3 Read Solicitation

Read the entire solicitation, including all terms, conditions, and specifications.

4 Corrections

All bids should be returned on the forms furnished and must be typed or written in ink. Any corrections or erasures must be initialed by the bidder.

5 Delivery of Bids

Bids may be submitted in by mail or courier service. The mailing address is listed on the cover sheet. Bids delivered in person by appointment only.

Bids delivered in person or by mail should be placed in a sealed envelope and marked with the bid name and number, the bid opening time and date, and the name and address of the bidder. The same information should be affixed to any additional materials sent as a part of the bid submission.

6 Bid Alterations

Alterations to bids will be accepted provided both the bid and alterations have been received in the Purchasing Office prior to bid opening time and date.

7 Late Bids

Late bids will not be accepted and will be returned unopened. Each bidder is solely responsible for the timely delivery of its bid. The University will not be responsible for any delay in the delivery of bids.

8 Delivery/Freight Charges

Bid prices will include all delivery/freight charges paid by the vendor, F.O.B., UNO, inside delivery, New Orleans, La, unless otherwise stated in the specifications. Any invoiced delivery charges not quoted and itemized on the UNO purchase order are subject to rejection and non-payment.

9 Taxes

Vendor is responsible for including all applicable taxes in the bid price. The University of New Orleans is exempt from all Louisiana state and local sales and use taxes. By accepting an award, all firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable.

10 Payment

Assuming there is no prompt payment discount provision, payment will be made within thirty (30) days from receipt of products in satisfactory condition, or within thirty (30) days from date of invoice, whichever is later. Delinquent payment penalties are governed by L.R.S. 39:1695. Vendor penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by the University in any dispute.

11 Acceptance

Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the University.

Bid Signature

By signing this bid, the bidder certifies compliance with all general instructions to bidders, terms, conditions, and specifications, and further certifies that this bid is made without collusion or fraud.

_____ Bidder (Company Name)	_____ Mailing Address
_____ Authorized Signature	_____ City, State, Zip Code
_____ Printed Name	_____ Phone Number
_____ Title	_____ Fax Number
_____ E-Mail Address	_____ Federal Tax ID #

Standard Terms and Conditions

These standard terms and conditions apply to all UNO solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of a conflict between the General Instructions to Bidders or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.

Auditors

Bidders agrees that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors and/or the University's auditors will have the option of auditing all accounts of the Bidder which relate to this purchase.

Award

Award will be made to the lowest responsible and responsive bidder as per the award model. The University reserves the right to award the items, separately, grouped, or on an all-or-none basis, and to reject any or all bids and to waive any informalities including technicalities in specifications that would preclude competition.

All solicitation specifications, terms, and conditions will be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.

Bidder Inquiries

If a bidder is in doubt as to the meaning of any part of a solicitation, bidder may submit a written request for interpretation to the Buyer of Record. Requests must be received in the Purchasing Office no later than five (5) calendar days prior to the opening of bids. Any interpretation of the documents will be made by Addendum only, issued by the Purchasing Office, and a copy of such Addendum will be sent to all known bidders. The University will not be responsible for any other explanation of the documents.

Contrary Terms and Conditions

Submittal of any terms and conditions contrary to those contained within this solicitation may cause your bid to be rejected. By signing this bid, vendor agrees that any terms and conditions which may be included in their bid are nullified.

Equal Employment Opportunity Compliance

By submitting and signing this bid, vendor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Executive Order 11246, Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Vendor agrees not to discriminate, and to render services without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Failure to comply shall be grounds for termination of any contract entered into as a result of this solicitation.

Equivalency

Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications listed for any item. Bidder must state the brand/model he or she is bidding on each item. Bids not specifying brand and model number will be considered as offering the exact product specified in the solicitation.

It will be the sole responsibility of the Bidder to prove equivalency. Bidder will submit with the bid all illustrations, descriptive literature, and specifications necessary to determine equivalency. Failure to do so may eliminate the bid from consideration. The decision of the University as to equivalency will be final.

Governing Law

This purchase shall be construed in accordance with and governed by the laws of the State of Louisiana.

Louisiana Preference

A preference will be given to materials, supplies, and provision produced, manufactured, assembled, grown, or harvested in Louisiana, quality being equal to articles offered by competitors outside of the state. However, it will be the bidder's sole responsibility to indicate on his bid response which items were (or would be) produced, manufactured, assembled, grown, or harvested in Louisiana. Bidder must be able to provide satisfactory evidence to support preference claim if requested by the University. The enclosed Louisiana Preferences **must** be returned as a part of this bid.

Legislators Prohibited

According to LAS-R.S. 42:113(D)) the University is prohibited from entering into any contract or subcontract with a legislator or person who has been certified by the Secretary of State as elected to the Legislature or spouse of a legislator, or any corporation, partnership, or other legal entity in which the Legislator or his/her spouse owns an interest, except publicly traded corporations. Each bidder **must** return the enclosed Disclosure Form as a part of his bid.

New Products

All products are to be new, current model, and of best quality as measured by accepted standards of the trade. No remanufactured, demonstrator, used, or irregular products will be considered for purchase unless otherwise specified.

Warranty

The manufacturer's standard published warranty and provision will apply, unless more stringent warranties are otherwise required by UNO and specified in the solicitation. In such cases, the bidder and/or manufacturer will honor the specified warranty requirements, and bid prices will include any premium costs of such coverage.

DISCLOSURE FORM

EACH BIDDER IS TO DISCLOSE THE FOLLOWING INFORMATION BY ANSWERING YES OR NO TO THE FOLLOWING QUESTIONS:

1. Is the bidder a legislator or person who has been certified by the Secretary of State as elected to the Legislature? _____
2. Is the bidder a spouse of a legislator? _____
3. If the bidder is a corporation, partnership, or other legal entity, does a legislator or his spouse own any interest in that corporation, partnership or other legal entity?

4. If the bidder is a corporation, is it a publicly traded corporation? _____

LOUISIANA PREFERENCES

FAILURE TO SPECIFY BELOW INFORMATION **WILL** CAUSE ELIMINATION FROM PREFERENCE.
Preferences shall not apply to service contracts.

In accordance with the Louisiana Revised Statutes 39:1595, a preference of 10% may be allowed for products produced, manufactured, grown or assembled in Louisiana of equal quality.
Do you claim this preference? YES _____ NO _____

Specify Item Numbers:

Specify location within Louisiana where this product is produced, manufactured, grown or assembled: _____

Do you have a Louisiana Business workforce? YES _____ NO _____

If so do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents?

YES _____ NO _____

Special Terms and Conditions

1. The above quantities are estimated to be the amounts needed. In the event a greater or lesser quantity is needed, the right is reserved by the University to increase or decrease the amount at the unit price stated in the bid. The University reserves the right to add or remove departments if necessary.
2. In the event a greater quantity is needed, the right is reserved by the University to increase the amount, at the unit price stated in the bid.
3. At the option of the University and acceptance by the contractor, this contract may be extended for four additional twelve (12) month periods at the same prices, terms, and conditions. The initial contract period will be from MAY 1, 2021 or date of purchase order for one year of the initial contract year. Renewals will be from MAY 1, 2021 or date of purchase order for one year of the remaining contract years. Contract shall not exceed sixty (60) months.
4. If the Vendor fails to make delivery within a satisfactory time as determined by the University, the University reserves the right to cancel the service and to purchase it elsewhere.
5. Discounts for less than 1% and for less than thirty (30) days will not be considered in making awards.
6. Site Visit: In order to ascertain the true scope of the services requested, all bidders are urged and expected to inspect the site where services will be performed. Arrangements to do so may be made by contacting the buyer. Failure to inspect the site will **not** constitute grounds for a claim after contract award.
7. NOTE: If, upon visiting site, Vendor finds conditions that disagree with the physical layout as described in this bid, or other features of the specifications that appear to be in error, vendor shall notify the buyer immediately.
8. It shall be specifically agreed and understood that the Bidders may attend the Bid opening. They shall, whenever any award is considered, furnish specific samples for examination upon request by the University. It shall also be specifically agreed and understood that the decision of the University shall be final.
9. The University reserves the right to cancel this contract upon thirty (30) days written notice for failure of the Vendor to deliver on time, for delivery of unsatisfactory merchandise, or for any unsatisfactory performance by the Vendor as determined by the University.
10. Successful bidder will be responsible for the unloading and placing of equipment and/or supplies in the location designated by the University.

11. Vendor compliance with the attached insurance requirements is mandatory, and evidence of such compliance should be submitted with the bid. Failure to do so may result in immediate disqualification of the bid.
12. Vendor compliance with the attached insurance requirements is mandatory, and evidence of such compliance must be submitted before work can commence.
13. In case of default by the Vendor, the University reserves the right to purchase any or all items in default on the open market.
14. The successful bidder will be required to assume responsibility for all services and/or products offered in his/her bid whether or not he/she produces them. Further, the University of New Orleans will consider the selected bidder to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
15. List of distributors: The Vendor signing the bid shall be designated as the Prime Vendor on any contract/agreement resulting from this bid. If additional Vendors are authorized to receive orders for items covered under this proposal, the Vendor must submit, with bid, a list of those additional authorized distributors.
16. Award to be made on an all-or-none basis. Award model below.
17. Fiscal Funding: The continuation of any agreement entered into as a result of this bid past the current fiscal year is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

**** CHAPTER 7 ****
INSURANCE AND INDEMNIFICATION

Before commencing work, the other party (vendor/contractor and or subcontractor) shall obtain at its own cost and expense the following insurance in insurance companies authorized in the State, with an A.M. Best rating of A- VI or higher and shall provide evidence of such insurance to the University of New Orleans. The policies or certificates thereof, shall provide that thirty days prior to cancellation notices of same shall be given to the University of New Orleans by registered mail, return receipt requested, for all of the following stated insurance policies. All notices shall name the contractor and identify the agreement or contract number.

- A. Worker's Compensation - Statutory - in compliance with the Compensation law of the State.
Exception: Employers Liability is to be \$1,000,000 when work is to be over water and involves maritime exposure. (A. M. Best's rating requirement mentioned above is waived for workers compensation coverage only.)
- B. Commercial General Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage. This insurance shall show on the certificate of insurance which of the following coverages is not included in the policy, if any:
 - 1. Premises - Operations
 - 2. Broad Form Contractual Liability
 - 3. Products and Completed Operations
 - 4. Use of Contractors and Subcontractors
 - 5. Personal Injury
 - 6. Broad Form Property Damage
- C. Automobile Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage unless otherwise indicated in the contract specifications. This insurance shall include for bodily injury and property damage the following coverages:
 - 1. Owned automobiles
 - 2. Hired automobiles
 - 3. Non-owned automobiles

Note: If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage is acceptable. If an automobile is not utilized in the execution of the contract, then automobile coverage is not required.

Location of operation shall be "All Locations".

- D. Other Party's Professional Liability. The other party shall provide such insurance.
(Minimum limits of \$1,000,000). Required in the "Special Conditions" of the contract specification.
- E. If at any time any of the policies shall become unsatisfactory to the University of New Orleans as to form or substance, or if a company issuing any such policy shall become unsatisfactory to the University of New Orleans, the other party shall obtain a new policy, submit the same to the University of New Orleans for approval and submit a certificate of insurance as required. Upon failure of the other party to furnish, deliver and maintain such insurance as above provided, this contract at the election of the University of New Orleans may be forthwith declared suspended, discontinued or terminated. Failure of the other party to take out and/or maintain any required insurance, shall not relieve the other party from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the other party concerning indemnification.

F. All policies and certificates of insurance of the other party shall reflect the following:

1. The University of New Orleans shall be named as an "additional insured" as regards negligence by the contractor. (ISO Form CG 20 10 11 85).
2. The insurance companies issuing the policy or policies shall have no recourse against the University of New Orleans for payment of any premiums or for assessments under any form of policy.

G. The following Indemnification Agreement shall be, and is hereby, a provision of the contract:

The other party agrees to protect, defend, indemnify, save and hold harmless the University of New Orleans, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the other party, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the other party as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of the University of New Orleans, its agents, representatives, and/or employees. The other party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

H. Any and all deductibles in the below described insurance policies shall be assumed by and be for the amount of, and at the sole risk of the other party.

I. The insurance companies issuing the policy or policies shall have no recourse against the University of New Orleans for payment of any premiums or for assessments under any form of policy.

J. All property losses shall be made payable to and adjusted with the University of New Orleans.

K. Neither the acceptance of the completed work nor payment therefor shall release the contractor/subcontractor from his obligations from the insurance requirements or indemnification agreement.

L. Additional insurance may be required on an individual basis for extra hazardous contracts and specific service agreements. If such additional insurance is required for a specific contract, that requirement will be described in the "Special Conditions" of the contract specifications.

M. If any of the Property and Casualty insurance requirements (Exhibit A or B) are not complied with at their renewal dates, payments to the contractor/subcontractor may be withheld until those requirements have been met, or at the option of the University of New Orleans, the University of New Orleans may pay the Renewal Premium and withhold such payments from any monies due the contractor/subcontractor.

** EXHIBIT A **
INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the contractor's bid.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001). **"Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause".**
2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability and endorsement CA 0025 or CA 0001 12 90. The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the University of New Orleans. At the option of the University of New Orleans, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the University of New Orleans, its officers, officials, employees and volunteers; or the contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

a. **The University of New Orleans, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds"** as respects liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the contractor, premises owned, occupied or used by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the University of New Orleans, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an Insured" automatically provides liability coverage in favor of the State of Louisiana

b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the University of New Orleans, its officers, officials, employees, Boards and Commissions or volunteers.

c. The contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the University of New Orleans.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of no less than A- VI or higher. This rating requirement will be waived for workers' compensation coverage only.

F. VERIFICATION OF COVERAGE

Contractor shall furnish the University of New Orleans with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the University of New Orleans before work commences. The University of New Orleans reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

INDEMNIFICATION AGREEMENT

The _____ agrees to protect, defend indemnify, save and Contractor/Subcontractor/Lessee/Supplier

hold harmless the University, its officers, agents, servants, and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of _____, its agents, Contractor/Subcontractor/Lessee/Supplier

servants, and employees, or any and all costs, expense and/or attorney fees incurred by _____ as a result of any claim, demands, and/or causes Contractor/Subcontractor/Lessee/Supplier of action except of those claims, demands, and/or causes of action arising out of the negligence of the University, its agents, representatives, and/or employees. _____ Contractor/Subcontractor/Lessee/Supplier

Agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if its (claims, etc.) is groundless, false or fraudulent.

Accepted by _____

Company Name _____

Signature _____

Title _____

Date Accepted _____

Is Certificate of Insurance Attached? ____ Yes ____ No

For: University of New Orleans

PURPOSE OF CONTRACT: Armored Car Service

SEALED BID NUMBER: BTB2647
BID OPENING DATE: 3/12/21
BID OPENING TIME: 2:00 P.M.

ARMORED CAR SERVICE BID

GENERAL REQUIREMENTS

1. The University of New Orleans desires Armored Car Service to provide for pick-up and delivery of securities including currency, coins, checks, reconstructed checks, and change deliveries for the period:

MAY 1, 2021 OR DATE OF PURCHASE ORDER FOR ONE YEAR

with the option to renew for FOUR (4) consecutive one year periods if mutually agreeable.

2. Contract must provide for maximum liability of \$150,000 per shipment, which may include an aggregate of currency, coin, checks, or other valuables.
3. At certain times during the contract term, deposits may exceed the maximum liability coverage. Bidder to state the rate per \$1,000 for increased liability coverage.
4. The University reserves the right to cancel this contract if service proves unsatisfactory. The University will give a thirty (30) day written notice of cancellation.
5. Proof of insurance as contained in this bid specification must be on file in the purchasing office before service commences.
6. Bidder to name company representative who will be responsible for this account should problems occur.
7. Bidder to provide updated lists of people picking up and delivering securities.

SEALED BID NUMBER: BTB2647
BID OPENING DATE: 03/12/21
BID OPENING TIME: 2:00 P.M.

ARMORED CAR SERVICE

BID ITEM I - LAKEFRONT ARENA

Services to be provided to: Nat Keifer Lakefront Arena located at Leon C. Simon and Franklin Avenue. (East Campus).

REQUIREMENTS

1. Service to provide for pick-up and delivery of securities including currency, coins, check, reconstructed checks, and change deliveries. Service required two (2) days a week, preferred days and time Tuesday and Friday, 11:00 A.M. to 3:00 PM.
2. Service to provide for delivery of money ordered through UNO Accounting Services but delivered to UNO Lakefront Arena Box Office on preferred days and time Tuesdays and Fridays between the hours of 11:00 A.M. and 3:00 P.M.
3. Actual times for 1 and 2 to be coordinated with Lakefront Arena Business Manager. (280-7174)

SEALED BID NUMBER: BTB2647
BID OPENING DATE: 03/12/21
BID OPENING TIME: 2:00 P.M.

PROPOSAL

BID ITEM I - LAKEFRONT ARENA

1. PICK UP & DELIVERY TO LOCAL BANK OR UNO ACCOUNTING SERVICES AS OUTLINED \$_____ EACH MONTH
 2. COST PER \$1,000 FOR ADDITIONAL LIABILITY OVER MAXIMUM \$_____ PER \$1000.
 3. EXTRA WEEKDAY SERVICE \$_____ EACH TRIP
 4. PICKUP AT OTHER LOCATIONS \$_____ EACH TRIP
 5. WAITING CHARGES AFTER 10 MINUTES \$_____
 6. HOLIDAY PICK UP CHARGE \$_____ EACH TRIP
 7. CHARGE FOR ADDITIONAL ITEMS OVER 10 bags \$_____
 9. OTHER CHARGES (Please Specify) \$_____
 - Do not leave blank. Write N/A if no other charges. \$_____
 - \$_____
 10. NAME AND PHONE NUMBER OF REPRESENTATIVE:
-

Arena Award model item 1 monthly amount \$_____ X 99%=_____

Items 2 through 9 total amount \$_____ X 1%=_____

Total award model amount \$_____

SEALED BID NUMBER: BTB2647
BID OPENING DATE: 03/12/21
BID OPENING TIME: 2:00 P.M.

ARMORED CAR SERVICE

BID ITEM II - BURSAR SERVICES

Service to be provided to BURSAR'S OFFICE, EARL K. LONG LIBRARY, Room 133, 2000 LAKESHORE DR, NEW ORLEANS, LA 70148 located on main campus.

REQUIREMENTS

1. Service to provide for pick-up and delivery of securities including currency, coins, checks, reconstructed checks, and change deliveries. Service required five (5) days a week, Monday through Friday, to the Bursar. Actual time of pick-ups and deliveries to be coordinated with the Director, Assistant Director, or Bursar. Special trips may be required at certain times.
2. Times to be coordinated to allow currency and coin deliveries and deposit pick ups to take place during the routine University workday and during registration. Registration usually takes place two times a year for three week periods away from Administration Building. Special pick up and deliveries will take place during the hours of registration. Hours will be established by the Bursar of the University's Accounting Services Department. Currency and coin deliveries must be accomplished within a twenty-four (24) hour period after notification.

Bidders must assure that a special delivery will be made at no additional charge if bidder fails to meet the requirements established under Paragraph 2.

SEALED BID NUMBER: BTB2647
BID OPENING DATE: 03/12/21
BID OPENING TIME: 2:00 P.M.

PROPOSAL

BID ITEM II - ACCOUNTING SERVICES

1. PICK UP & DELIVERY TO LOCAL BANK OR UNO ACCOUNTING SERVICES AS OUTLINED \$_____ EACH MONTH
ALTERNATE PRICE FOR ONE PICK UP PER WEEK \$_____ EACH MONTH
2. COST PER \$1,000 FOR ADDITIONAL LIABILITY OVER MAXIMUM \$_____ PER \$1000.
3. EXTRA WEEKDAY SERVICE \$_____ EACH TRIP
4. PICKUP AT OTHER LOCATIONS \$_____ EACH TRIP
5. WAITING CHARGES AFTER 10 MINUTES \$_____
6. HOLIDAY PICK UP CHARGE \$_____ EACH TRIP
7. CHARGE FOR ADDITIONAL ITEMS OVER 5 bags \$_____
9. LATE EVENING PICKUP AFTER 4:30 PM WEEKDAYS \$_____ EACH TRIP
10. OTHER CHARGES (Please Specify) \$_____
Do not leave blank. Write N/A if no other charges. \$_____
\$_____
\$_____

11. NAME AND PHONE NUMBER OF REPRESENTATIVE:

Accounting Award model item 1 monthly amount \$_____ X 99%=_____

Items 2 through 10 total amount \$_____ X 1%=_____

Total award model amount \$_____

QUESTIONS AND ANSWERS FROM PREVIOUS BID

Vendor question:

Can you please clarify the service for the Lakefront Arena location? Will we be delivering change orders that are ordered from the Accounting Services or will we be picking up funds from the Accounting Services site and delivering to the Lakefront Arena?

Answer:

The Arena requires twice weekly pickups of deposits. The Arena requires cash advances delivered on an as needed basis.

The Arena places an order with the Bursar, who then contacts the UNO bank and the advance is delivered via armored car on one of the regularly scheduled days.

1. Please provide the complete addresses for pick-up locations.

Bursar answer: University of New Orleans, Bursar's Office, Earl K. Long Library rm 133, New Orleans, LA 70148

Lakefront Arena answer: 6801 Franklin Ave, Box Office, New Orleans, LA. 70122.

2. What is the average coin liability shipped in and out per location?

Bursar answer: We generally ship out about \$100 per week (mostly from parking meters). We rarely order any coins, but we occasionally have to order some to replenish the vault. I would say we order about \$50 worth of coins every six months.

Lakefront Arena answer: \$1000. This is the average when we order a cash advance to be delivered. The average that we deposit per pickup is approximately \$10. This does not include cash.

3. What is the average number of items shipped in and out per location?

Bursar answer: We ship 5 items per week (one per day). We usually have 1 change order every month.

Lakefront Arena answer: Shipped in: 2, Shipped out: 8.

4. Is next day deposit delivery acceptable? Yes for both Bursar and Lakefront Arena.

5. Are there any weapon surrender requirements? No for both Bursar and Lakefront Arena.

6. Are there any security access restrictions? Bursar answer: No. Lakefront Arena answer: The box office is locked. The armored car personnel just needs to knock on the door.

7. Are there any parking restrictions? Bursar answer: They park in the parking lot on the west side of the Library building and walk to the front of the building.

Lakefront Arena answer: No.

8. Who is the depository? Bursar and Lakefront Arena answer: Chase Bank (Chase Central Main Vault)

9. What is the depository address? Will provide that information to the winning bidder. Chase does not release that information.

10. Are there any service time restrictions? Block out times? Bursar answer: Pick-up times are Monday through Friday, from 8:00 a.m. to 4:30 p.m., except when the

University is closed for holidays.

Lakefront answer: Pickups and drop offs must be made during box office business hours: 11am-3pm.

11. Are checks able to be reconstructed (identify the maker and amount of all checks)? I'm not sure what this means. We scan the vast majority of our checks, but we occasionally have to send a few as part of the deposit.
12. Can pricing be adjusted each year of the contract? No.